

Z  
56  
B2618

BARNES'

Business Letters in Shorthand.

CONTAINING

MERCANTILE, RAILROAD, LEGAL AND MISCELLANEOUS LETTERS IN SHORTHAND.

WITH

Explanatory Notes

*DESIGNED ESPECIALLY FOR STUDENTS OF BENN PITMAN'S AND GRAHAM'S PHONOGRAPHY.*

BY

➤ L. E. B. BARNES, ➤

AUTHOR OF BARNES' SHORTHAND MANUAL, OR  
SHORTHAND MADE EASY.

---

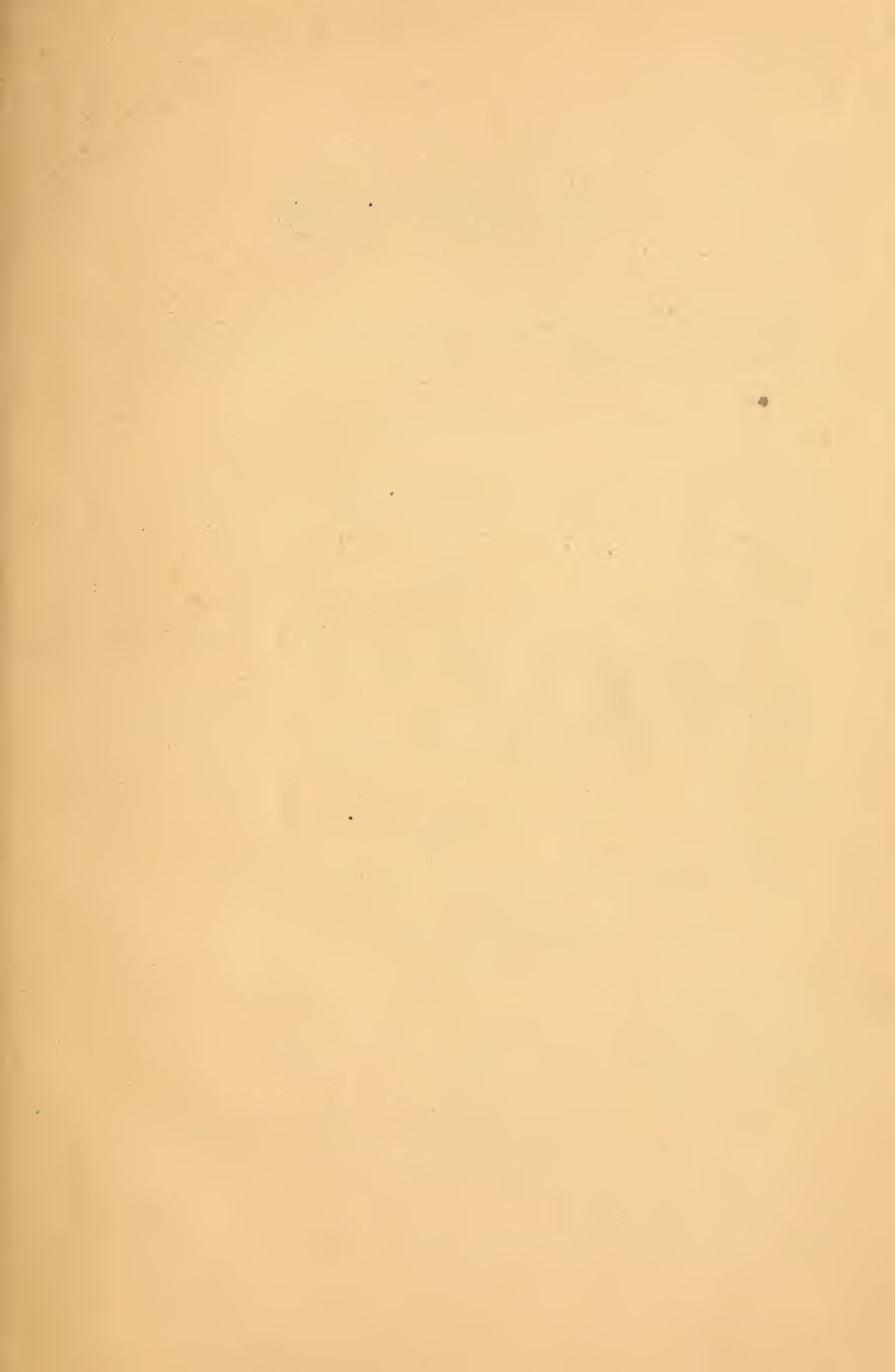
ARTHUR J. BARNES, PUBLISHER,  
ST. LOUIS, MO.

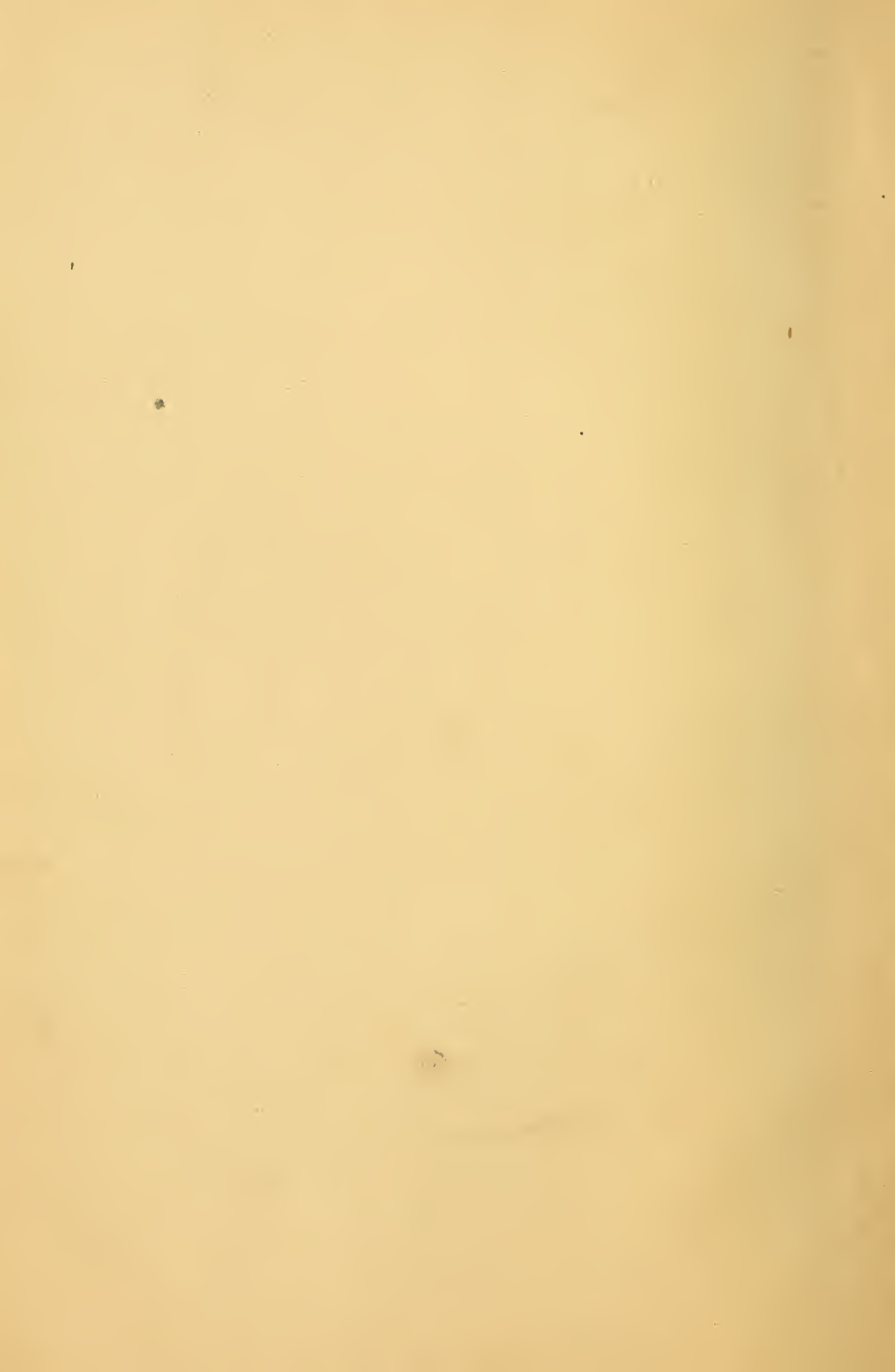
LIBRARY OF CONGRESS.

Chap.----- Copyright No.-----

Shelf Z 56  
B. 2618

UNITED STATES OF AMERICA.





BARNES'

# Business Letters in Shorthand,

CONTAINING

MERCANTILE, RAILROAD, LEGAL AND MISCELLANEOUS LETTERS IN SHORTHAND.

WITH

## Explanatory Notes

DESIGNED ESPECIALLY FOR STUDENTS OF BENN PITMAN'S AND  
GRAHAM'S PHONOGRAPHY,

36  
BY  
L. E. B. BARNES,

AUTHOR OF BARNES' SHORTHAND MANUAL, OR  
SHORTHAND MADE EASY.



---

ARTHUR J. BARNES, PUBLISHER,  
ST. LOUIS, MO.

~~HA 2726~~  
~~34~~

256  
B2618

~~W.S.~~

---

Entered according to Act of Congress in the year 1888 by  
L. E. B. BARNES,  
In the Office of the Librarian of Congress, at Washington.

---

## TO THE TEACHER.

---

The reader of the following pages will notice some slight deviations from Benn Pitman's phonography. No change has been made to suit individual caprice, but such improvements have been introduced as have been adopted by thousands of expert stenographers.

Instead of using P-D for paid, Way-D for weighed, D-T for debt we represent these words by half lengths, as most reporters do; that is, we simplify the difficult subject of Halving by halving any stroke, whether light or heavy, for either t or d.

The shun hook is confined to the circle side of straight strokes. A large hook on the opposite side represents ther, ter, or der. Graham's ther tick is also used because it adds to the brevity of writing without lessening its legibility. To a limited extent we use a large w hook, on the r-hook side. This hook has been used for many years by Munson, and lately Benn Pitman has introduced it into his Manual.

The prefix sign for inter, intro, enter, has been dropped because reporters find the disjoined Net takes more time to write and is harder to read than the lengthened N.






Men, man, gentlemen, gentleman, women, woman, hope, us oh or owe, own, and new, are written in the position indicated by the vowel in the word because the natural way of writing these words is easier than the arbitrary word-signs, and is just as legible.

*And* is written in the third position to distinguish it from *a*, which is in the second position.

Graham's word-signs for before and above, and Munson's signs for opportunity and opinion have been adopted because they are safer than the signs given by Benn Pitman.

## TO THE STUDENT.

---

The following word-signs were omitted in the Manual by mistake:  when,  difficult-y,  usual-ly,  rather,  afford.



The figures given in the foot-notes of the Key refer to sections in "Barnes' Shorthand Manual." The nomenclature of the notes is almost identical with Graham's, and we hereby express our indebtedness to him for valuable suggestions. We differ from him in a few minor points.

Graham calls the l-hook strokes by the names *Pel*, *Bel*, *Tel*, *Del*, etc. These names tend to mislead the student, for they imply that a vowel may come between the stroke and the l hook; whereas the rule is that there can be no intervening vowel. We prefer to call the l-hook series by the names *Pl*, *Bl*, etc., pronounced like the last syllable of *apple*, *able*, etc.; that is, the name is the same as the sound, and it shows that the l coalesces with the preceding consonant, forming one sound with it, and that consequently there can be no intervening vowel. For a similar reason, the names of the r-hook series are *Pr*, *Br*, *Tr*, etc., pronounced like the last syllables of *upper*, *fiber*, *center*, etc.

When representing the consonant outline of a word, we have indicated the strokes by capital letters and the brief signs, circle, semi-circle, loop, or hook by small letters. The numbers 1, 2, and 3 refer to the position of the stroke. Example, *sPr 2*, (pronounced as in *prosper*) indicates that the circle and the r hook are prefixed to the stroke *P*, and that *P* is in the second position. Again, *Tens* indicates the *T* stroke followed by the *ns* circle. The vowel *e* represents any vowel that may come between the stroke and the hook; thus, *Tens 1* represents the word *tins*; *Tens 2*, tones; *Tens 3*, tunes. When no number is given, the second position is always meant.

When the strokes for *l*, *r*, or *sh*, are written up, they are called respectively *Lay*, *Ray*, and *Shay*. When written down, their names are *L* (*El*), *R* (*Ar*), and *Ish*.

"The half lengths are named by adding the syllable *et* or *ed* to the sound of the full length, except when it is more convenient, or better for distinction's sake, to add the sound of *t* or *d* to the syllable name of the full length; thus, *Pet* or *Ped*, *Bet* or *Bed*, *Let*, *Eld*, *Met*, *Med*, *Net* or *Ent*, *Ned* or *End*, *Art*, *Plet*, *Pret*, etc."

Many reporters shade the strokes *L*, *M*, *N*, and *R*, when halved to add *d*. Many others prefer to distinguish between conflicting words by vocalizing them. When half-length *L* is shaded to indicate that *d* is to be added to it, it is written down and is called *Eld*. It will not be mistaken for a half-length *Yay*, as it is seldom, if ever, necessary to halve *Yay*.

The quarter length is named by adding the syllable *oid* to the half length which it resembles. *Oid* means like. Thus, the word-sign for *of* is called *Petoid 1*; *Petoid* because it is like *Pet*, and *1* because it is in the first position. The *H* tick is called *Chetoid* because it is like the half length *Chet*, only shorter.



The small circle is called Iss except when the sound of s will unite with the name of the stroke. The large circle is called Sez or Ses, Zes or Zez, according to its sound.

c is called Weh, and > Wuh.

◊ is called Yeh, and ^ Yuh.

In order to familiarize the student with this nomenclature at the outset, we give below the outlines of Letters 1 and 2, described according to the rules previously given.

B-Fl, N-Yay, M-Ray-Chay, J, Gay, Jens, S-K, T-Lay-D, Hay 1, Drs-R, Yay, F-Vr, Iss 1, Rays-Vet, and, Petoid 1-Lay-S, Nr 1-Pl, THet-1-weh-ISH-B, Ray-D, Petoid 2, M-K, ISH-P-Ments, N 1-Tetoid, F 3-Ds, weN 1, Yay, Rder 1, Lay, Rays-V, R 3, Pr 1-Met, T-Nshun, weh 1, Gr-N-T, R 3, Geds, B 3, Gays-Ket-Lay, Iss 2, weh 1, Ray-P-THe, sLayst-ing, Yay, Fet 3, Rders 1, weR 1, Rays-P-Yays, Ray-1-D-Brthers Tetoid-K.

ISH-K-Gay, L 1-N, F-B, Det-R, R 3-Gays, R 1-Pl, Mses-P, Drs-R, Yay, Ps-Lay, Nst-1, Rel-Tev, Petoid 2, a, Ray-N-L, Petoid 1-R, Con-Tr 3-Ket, weh 1, yuh 2, Iss 1, Tend 3, Nr 1-Pl, wuh 2-S, THet 1-Chetoid, Tret-Ray, N 1-CHay, yuh 2-Rays-D, Iss 1, N 2-Petoid, Con-Tr-Led, B 1, R 3, N-Yay, Fs 1, Ketoid-weh 1, wuh 2-Rays-P, Ref-Ray-yeh, Petoid 2-THe, F-Tetoid, Ray-N-L, Petoid 1-Chetoid, Con-Tr 3-Ket, N 2, Det 3, THe 2-Lay-B, Pref-Ket-Lay, Lay 2-ing, Petoid 2, M-K, an, Gr 1-Ment, weh 1, yuh 2, Retoid 1-Chetoid seM 2, Con-Dshun 1, Yays-Tr-Lay, Lay-Dr-CHay, Tetoid-K 2.

In order that the student may derive the greatest benefit from the study of these Shorthand Letters, he should translate as much of each letter as possible without referring to the Key. When he has finished his translation, let him compare it with the Key to ascertain whether it is correct or not, and to obtain those words, if any, that he was unable to translate. Then, without reference to the Key, he should read and copy the letter several times until he can read it correctly and quickly, and can write each word and phrase easily and with precision.

He should then write the letter in shorthand from the Key and carefully correct it by means of the printed phonography. The letter should be re-written from the Key and corrected again as before. When the letter can be written without error, and without hesitation, it may be dictated to the student. The notes should be read and corrected each time after dictation. The letter should be written from dictation until a speed of, at first, 40 or 50 words a minute is gained.

Later on, the letters may be written from the Key at first, and the printed shorthand used only for correction and suggestion. As the student advances in the book, he should write the letters until he can write them at the rate of 50 to 80, and later, from 80 to 100 words a minute.

He should read the letters from the outset until he can read each letter with the utmost rapidity of articulation.

The translation of the shorthand notes into long-hand is called a transcript. A transcript of each letter should be made on the typewriter if possible; if not, in ordinary penmanship.

Each transcript should be corrected by means of the Key, re-written and corrected again until it coincides with the Key in word, spelling, and form. Nothing except slight differences in punctuation should be overlooked.

If the student wishes to become a successful amanuensis, he must learn, above everything else, the importance of doing all his word *exactly right*; he must cultivate observation and faithfulness; he must know the spelling and meaning of every word that he writes.

After going through these business letters carefully, it will be well for him to have the whole Key read to him, as fast as he can write it correctly, until he can write the whole at nearly 100 words a minute. Some will be able to reach a speed of 125 words a minute.

At the same time he should have new matter dictated to him slowly. He should transcribe and compare it with the original as he did the letters. Then he should practice writing it for speed, reading his notes each time that he writes.

From day to day his speed in taking new matter will increase, and when he is able to write from 80 to 100 words a minute of new matter, and correctly transcribe it on the typewriter at the rate of 1200 words an hour, he may consider himself prepared to begin amanuensis work.

Let him not imagine then that he knows everything. He should take corrections cheerfully from his employer; he should show an eagerness to learn, and a disposition to make his employer's interests his own. He should never talk about his employer's business, but should, in every respect, show himself worthy of the place of confidential clerk which he occupies. If he is faithful and competent, he will be sure of meeting with, not only success, but promotion, both as regards salary and honorable trust.





1  
 ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

2

١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

3

١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

4

١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

2

5

... ..  
 ... ..  
 ... ..  
 ... ..  
 ... ..

6

... ..  
 ... ..  
 ... ..  
 ... ..  
 ... ..  
 ... ..  
 ... ..

7

... ..  
 ... ..  
 ... ..

1735-<sup>١٠</sup> x<sup>c</sup> → 66 ١٦ ٨٥٥ ٤ ٢ ١ -  
 ١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠  
 25-<sup>40</sup> ٤٠ x ١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠  
 ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠  
 ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠  
 ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠

8

٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠  
 ١٠١ ١٠٢ ١٠٣ ١٠٤ ١٠٥ ١٠٦ ١٠٧ ١٠٨ ١٠٩ ١١٠ ١١١ ١١٢ ١١٣ ١١٤ ١١٥ ١١٦ ١١٧ ١١٨ ١١٩ ١٢٠  
 ١٢١ ١٢٢ ١٢٣ ١٢٤ ١٢٥ ١٢٦ ١٢٧ ١٢٨ ١٢٩ ١٣٠ ١٣١ ١٣٢ ١٣٣ ١٣٤ ١٣٥ ١٣٦ ١٣٧ ١٣٨ ١٣٩ ١٤٠  
 ١٤١ ١٤٢ ١٤٣ ١٤٤ ١٤٥ ١٤٦ ١٤٧ ١٤٨ ١٤٩ ١٥٠ ١٥١ ١٥٢ ١٥٣ ١٥٤ ١٥٥ ١٥٦ ١٥٧ ١٥٨ ١٥٩ ١٦٠  
 ١٦١ ١٦٢ ١٦٣ ١٦٤ ١٦٥ ١٦٦ ١٦٧ ١٦٨ ١٦٩ ١٧٠ ١٧١ ١٧٢ ١٧٣ ١٧٤ ١٧٥ ١٧٦ ١٧٧ ١٧٨ ١٧٩ ١٨٠  
 ١٨١ ١٨٢ ١٨٣ ١٨٤ ١٨٥ ١٨٦ ١٨٧ ١٨٨ ١٨٩ ١٩٠ ١٩١ ١٩٢ ١٩٣ ١٩٤ ١٩٥ ١٩٦ ١٩٧ ١٩٨ ١٩٩ ٢٠٠

9

٢٠١ ٢٠٢ ٢٠٣ ٢٠٤ ٢٠٥ ٢٠٦ ٢٠٧ ٢٠٨ ٢٠٩ ٢١٠ ٢١١ ٢١٢ ٢١٣ ٢١٤ ٢١٥ ٢١٦ ٢١٧ ٢١٨ ٢١٩ ٢٢٠  
 ٢٢١ ٢٢٢ ٢٢٣ ٢٢٤ ٢٢٥ ٢٢٦ ٢٢٧ ٢٢٨ ٢٢٩ ٢٣٠ ٢٣١ ٢٣٢ ٢٣٣ ٢٣٤ ٢٣٥ ٢٣٦ ٢٣٧ ٢٣٨ ٢٣٩ ٢٤٠  
 ٢٤١ ٢٤٢ ٢٤٣ ٢٤٤ ٢٤٥ ٢٤٦ ٢٤٧ ٢٤٨ ٢٤٩ ٢٥٠ ٢٥١ ٢٥٢ ٢٥٣ ٢٥٤ ٢٥٥ ٢٥٦ ٢٥٧ ٢٥٨ ٢٥٩ ٢٦٠  
 ٢٦١ ٢٦٢ ٢٦٣ ٢٦٤ ٢٦٥ ٢٦٦ ٢٦٧ ٢٦٨ ٢٦٩ ٢٧٠ ٢٧١ ٢٧٢ ٢٧٣ ٢٧٤ ٢٧٥ ٢٧٦ ٢٧٧ ٢٧٨ ٢٧٩ ٢٨٠









6) { ~ ~ ~ | ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ .  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~

15

~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~

16

~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~

17

~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~  
 ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~ , ~ ~ ~









22

23



25

27 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

26

27 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

27

28 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

28

29 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

۱۴  
 ۱۵  
 ۱۶  
 ۱۷  
 ۱۸  
 ۱۹  
 ۲۰  
 ۲۱  
 ۲۲  
 ۲۳  
 ۲۴  
 ۲۵  
 ۲۶  
 ۲۷  
 ۲۸  
 ۲۹

29

۳۰  
 ۳۱  
 ۳۲  
 ۳۳  
 ۳۴  
 ۳۵  
 ۳۶  
 ۳۷  
 ۳۸  
 ۳۹  
 ۴۰  
 ۴۱  
 ۴۲  
 ۴۳  
 ۴۴  
 ۴۵  
 ۴۶  
 ۴۷  
 ۴۸  
 ۴۹  
 ۵۰  
 ۵۱  
 ۵۲  
 ۵۳  
 ۵۴  
 ۵۵  
 ۵۶  
 ۵۷  
 ۵۸  
 ۵۹  
 ۶۰  
 ۶۱  
 ۶۲  
 ۶۳  
 ۶۴  
 ۶۵  
 ۶۶  
 ۶۷  
 ۶۸  
 ۶۹  
 ۷۰  
 ۷۱  
 ۷۲  
 ۷۳  
 ۷۴  
 ۷۵  
 ۷۶  
 ۷۷  
 ۷۸  
 ۷۹  
 ۸۰  
 ۸۱  
 ۸۲  
 ۸۳  
 ۸۴  
 ۸۵  
 ۸۶  
 ۸۷  
 ۸۸  
 ۸۹  
 ۹۰  
 ۹۱  
 ۹۲  
 ۹۳  
 ۹۴  
 ۹۵  
 ۹۶  
 ۹۷  
 ۹۸  
 ۹۹  
 ۱۰۰

... 50 ... 1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... 10 ...

30

1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... 10 ...  
 11 ... 12 ... 13 ... 14 ... 15 ... 16 ... 17 ... 18 ... 19 ... 20 ...  
 21 ... 22 ... 23 ... 24 ... 25 ... 26 ... 27 ... 28 ... 29 ... 30 ...  
 31 ... 32 ... 33 ... 34 ... 35 ... 36 ... 37 ... 38 ... 39 ... 40 ...

31

1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... 10 ...  
 11 ... 12 ... 13 ... 14 ... 15 ... 16 ... 17 ... 18 ... 19 ... 20 ...  
 21 ... 22 ... 23 ... 24 ... 25 ... 26 ... 27 ... 28 ... 29 ... 30 ...  
 31 ... 32 ... 33 ... 34 ... 35 ... 36 ... 37 ... 38 ... 39 ... 40 ...  
 41 ... 42 ... 43 ... 44 ... 45 ... 46 ... 47 ... 48 ... 49 ... 50 ...

32

1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 ... 8 ... 9 ... 10 ...  
 11 ... 12 ... 13 ... 14 ... 15 ... 16 ... 17 ... 18 ... 19 ... 20 ...  
 21 ... 22 ... 23 ... 24 ... 25 ... 26 ... 27 ... 28 ... 29 ... 30 ...  
 31 ... 32 ... 33 ... 34 ... 35 ... 36 ... 37 ... 38 ... 39 ... 40 ...

... .. x ° 3... .. / - ... ..  
 6° x 1... .. x ... .. 1° ... ..  
 ) ... .. x 6 ) / ... ..

33

/ ... .. ! ... .. x -  
 ... .. 6 2 2 2 ... .. ! ... ..  
 189 ... .. x ... .. - - ... ..  
 6° x ... .. 6 ... ..  
 ... .. ( 6° x 6 ) / ... ..

34

\ / 2 ... .. / 2... ..  
 2 ( 41... .. ) ... ..  
 ... .. 4 - ... .. x 6 ... ..  
 ... .. - ... ..  
 ... .. x ... .. 3 ... ..  
 ... .. x ... .. 6 2 2 ... ..  
 ... .. x 6 ) / ... ..









43

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

44

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

45

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

46

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

47

١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

48

١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠

50

١ ٢ ٣ ٤ ٥ ٦ ٧ ٨ ٩ ١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩ ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩ ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩ ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩ ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩ ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩ ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩ ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩ ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩ ١٠٠







✓ 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

55

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

56

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

3 4 / 5 6 x 7 8 9 10 11 12 13 14 15 16 17 18 19 x  
 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40  
 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80  
 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120  
 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140  
 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160  
 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180  
 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200  
 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220  
 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240  
 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260  
 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280  
 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300  
 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320  
 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340  
 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360  
 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380  
 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400  
 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420  
 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440  
 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460  
 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480  
 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500  
 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520  
 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540  
 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560  
 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580  
 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600  
 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620  
 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640  
 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660  
 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680  
 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700  
 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720  
 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740  
 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760  
 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780  
 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800  
 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820  
 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840  
 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860  
 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880  
 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900  
 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920  
 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940  
 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960  
 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980  
 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100









No. 1. ✓

Buffalo, N. Y., March 16, 1883.

J. G. Jones, (1) Esq., (2)  
Toledo, Ohio.

*Dear Sir:*

Your favor of the 22d (3) is received, and I will say in reply that we shall be ready to make shipments in a few days, when your order will receive our prompt attention. We guarantee our goods to be exactly as we represent them.

Soliciting your future orders, we are,

Respectfully yours,

REED BROS. & CO.

No. 2. ✓

Chicago, Ill., (4) Feb. 24, 1884.

Editor (5) Argus,  
Ripley, Miss.

*Dear Sir:*

Your postal of the 21st inst., relative to a renewal of our contract (6) with you is at hand (7). In reply would say that the territory in which you reside is now controlled by our New York Office, and we would respectfully refer you to them for a renewal of the contract. No doubt they will be perfectly willing to make an agreement with you on the same condition.

Yours truly,

ALDRICH & CO.

1. JONES. Proper names should generally be vocalized when written in shorthand. Without a vowel, Jens would represent either Jones or Jaynes. See 253.

2. ESQ. 275.

3. FAVOR OF THE 22ND. 279.

4. CHICAGO AND ILLINOIS are here written separately in order to aid the beginner in reading. When copying this letter, join Chicago to Illinois. Write and read the phrase again and again, until it is familiar. Either El or Lay may be used in Illinois. 39.

5. DEBTOR. Benn Pitman uses Det-AR for debtor. Some reporters prefer D-Tr.

6. CONTRACT. A reporter generally omits the Con dot in this word. See 272.

7. AT HAND. 244.

No. 3. ✓

*Gentlemen.*

The machines you ordered through our Mr. Byers were shipped Thursday, as directed, and we have drawn on you through the express (8) office at Ripley and you will please call there and pay same. The bill of lading (9) accompanies the draft.

Yours respectfully,

E. A. OLIN, Manager.

No. 4. ✓

Messrs Phyfer & Johnson,  
Ripley, Miss.

*Gentlemen :*

Enclosed we send you our latest circular and price list of our improved Sewing Machines.

We will make you a special discount from this price list of \$4.50 per machine, cash with order. Machines delivered on cars here complete with attachments. Our machines are of superior workmanship, finely adjusted, first-class in every respect.

We warrant every machine for five years.

We shall be pleased to have your trade, and will give your orders our prompt and best attention.

Yours truly,

JUNE MANUFACTURING CO. (10)

No. 5. ✓

Messrs. Phyfer & Johnson,  
Ripley, Miss.

*Gentlemen:*

Will you be kind enough to call and see Mr. Rogan of your place and examine the glass in some windows bought of us, and furnish us with the size and number of the glass that are single strength. It seems there is some mistake; his order called for double strength, and we wish to correct any error that has been made. Please let us know how much it will cost us to have them re-glazed, and oblige,

Very truly yours,

COLE (11) MANUFACTURING CO.

8. EXPRESS. In express, experience and similar words, the k can be omitted without loss of legibility. See 271. At present, it may be best for the beginner to insert the K, and later on the K may be omitted.

9. BILL OF LADING. 279.

10. MANUFACTURING COMPANY. See 273. Company or Co. may be represented by P-N or K, according to convenience of joining.

11. COLE. 222.

No. 6. ✓

Messrs. Phyfer & Johnson,  
Ripley, Miss.

*Gentlemen:*

We are in receipt of your letter of the 18th inst. with remittance \$2.10 (12). We find that we did receive from you \$24.15 May 2d, as shown by our cash-book, and also checked on your letter of advice; book-keeper entered to account of Johnson & Grone, of Memphis.

Your order has been filled. Hereafter there will be no extra charge for extra attachments, that is, one price includes them. We now have a new set of attachments of ten pieces in a nice velvet-lined box, and this set is put in every machine that goes out. It costs \$1.50 and retails at \$3.50, and is a great addition to the machine.

Yours truly,

J. B. ALDRICH & CO.,  
Agents for the new B. Eldridge Sewing Machines.

No. 7. ✓

*Gentlemen:*

Yours of the 12th inst. received.

We have no Williams in stock, so send the other make, which we feel confident (13) will fill the bill quite as well as that. We find it equally as good a machine, and a little cheaper. We could not furnish the Williams at less than \$16.50, and 85 cts. for extras —\$17.35 complete. We can sell this machine at \$16.50 including the extras. No charge for drayage, which costs 25 to 40 (14) cts. I think this is the substance of what I wrote you before; if not, advise me.

Our latest new B. Eldridge is substantially the Domestic improved, with new open end self-threading cylinder shuttle. We would like you to see one. They are certainly the best and most improved machine in the market.

Very truly,

J. B. ALDRICH & CO.  
Gen. Agts. for the new B. Eldridge Sewing Machine.

---

12. \$2.10. By writing the cents in smaller figures and higher up than the dollars, both dollars and cents may be made plain without taking the time to insert either the decimal point or the word dollars.

13. CONFIDENT. 272.

14. 25 TO 40. 280.

No. 8.

Mr. (15) Charles F. Curry,  
Albany, N. Y.

*Dear Sir:*

Yours of the 19th just received this morning. We wired you the seed was not what we bought, and we would not receive it. The seed is still in St. Louis on track subject to your order. We can not understand why you insist on our accepting the seed. We have twice written you the reason, and also wired you at once (16), as soon as we found the seed was not what we ordered, being irregular in quality (17) and badly mixed with white clover and timothy. There is some seed in the lot that is poorer than the five sack lot of off-seed you sent us. We again say we can not accept this lot of seed.

Yours truly,

PLANT SEED CO.

No. 9

George C. Henry, Esq.,  
Philadelphia, Pa.

*Dear Sir:*

Your favor (18) of the 26th received. Please mail us a sample of your choice Alfalfa, and the very lowest price you can sell us car-load job there and rate of freight to St. Louis. We offer you as follows:

Choice Timothy, \$1 78 per bushel; Red Top, 42 to 48 per bu.; Orchard Grass, \$1.57; extra clean Blue Grass, 55 cts. per bu.; choice Red Clover, at \$4.52; prime, \$4.50.

All f. o. b. here. We would be pleased to have your order.

Truly yours,

PLANT SEED CO. (19)

---

15. MR. Reporters generally omit Mr. and Messrs. in their shorthand notes, but insert them in their transcripts.

16. AT ONCE may be written as given in this letter, or Tens 3 may be used as in letter 57, line 2. ONE is often denoted by the n hook, and ONCE by the ns circle, or the circle within the n hook on a curve.

17. QUALITY. 269 and 222.

18. YOUR FAVOR. A phrase of frequent occurrence may be written in a very abbreviated way.

19. PLANT SEED CO. 245.



No. 10.

Mr. Thomas Blaine,  
Detroit, Mich.

*Dear Sir:*

Your favor of the 28th inst. received and contents (20) noted. We wrote you stating that we had no room for the seed in our store. We have made no claim on you for reclamation, neither do we refuse to accept the seed because there has been a decline in the market. We bought prime seed from you, which you have failed to furnish. We told you we wanted prime, uniform seed when we made you our offer, which was done in our office, in the presence of our cashier. You said that you could not accept our offer, but would have to put in seed that contained Timothy; and we told you that we did not want it unless free from Timothy and White Clover; and you accepted our offer on those conditions, of which we have proof. If you are not satisfied with our representation of the seed, why don't you come down and look at it yourself, or call on some one else who knows something about seed to do so for you? We think that is the proper way to do.

Yours respectfully,

PLANT SEED COMPANY.

No. 11.

Mr. S. M. Kerwin, Jr.,

St. Louis, Mo., Oct. 23d, 1888.

*Dear Sir:*

Inclosed please find our net price lists to take effect at once. Please report what stock you have on hand and sales to July 1st. We want you this fall to give our powder a strong push and see whether you cannot (21) help us out to sell a quantity (22). That is the only way we can keep even, for the more we sell the cheaper we can make it.

For a few days we have a special rate from Boston to New Orleans in C. L. (car load) lots. We wish to make up a car to send there to be distributed to other points; and we would like to put in a lot equal to 200 kegs for you.

---

20. CONTENTS. 272.

21. CANNOT. Ken-Net is a safer form than Kent 1 for CANNOT. In phrasing, the latter form is likely to be confused with Ken, the outline for CAN. The reporter should write so that his notes can be correctly read by others, or by himself, years after they have been written.

22. QUANTITY. Those who do not use the large w hook generally indicate quantity by K-weNt-T.

Onreceipt of this, will you kindly make a list equal to that amount of such powders as you will want this fall and winter, and send it here as soon as possible? To get the rate we must ship quick, (23) and now prices are so close, every cut in freights helps, and we do not want to lose it.

Truly yours,

S. M. BROWN.

No. 12.

Miners' Supply Co.,  
Saint Clair, Pa.

*Gentlemen:*

George Haw & Co., Ottumwa, Iowa, sell your squibs at \$20.00 per case, delivered to towns in their section. This is positive. The squibs are your make and the price is \$20.00 delivered.

How do they do it? Where do they get the squibs? They are taking trade right out of our hands, even selling to our own agents. We do not want lower prices or for you to make less on the goods, but we must either be protected, or must meet prices made by others. We are not willing to advertise your goods and ourselves as your agents and have merchants sell lower than we can. We have kept your prices up well in the country, and worked hard to do it, but we do not understand how parties can get your squibs to sell below our cost. Let us hear from you quickly with some remedy, and oblige,

Very respectfully,

F. H. PAGE.

No. 13.

American Powder Mills,  
Boston, Mass.

*Gentlemen:*

Your favor of the 22d inst. at hand and contents noted. We would like a full line of standard samples in the next (24) car that comes to us. They give buyers an accurate idea of what they buy and save much trouble in ordering.

In your favor of the 14th you speak of Nichols, Rockwell & Co., at Jacksonville, Fla. Went over the Southern business with Mr. Fay on Friday last when here, and a policy has been decided upon. Will you kindly give us the terms made with the parties at Jacksonville, freights there, if any goods have been (25) sent there (26), and what has been stated to them as to magazine and land. I believe you sent this information to me there, but as I did not go never got it, and must trouble you again.

Yours respectfully,

S. B. DOANE,  
Agt. American Powder Mills.

23. QUICK. 269.

24. NEXT. 271.

25. HAVE BEEN. 241.

26. SENT THERE. 240.



No. 14.

Mr. W. H. Newman, Traffic Manager,  
Galveston, Tex.

*Dear Sir:*

By joint Texas classification No. 4, of June 1st, the railroads of Texas refuse to transport dynamite.

Without a single exception the railroads centering in St. Louis and we believe the same may now be said of Chicago transport dynamite over the entire length of their (27) line; they also receive dynamite consigned to any point in Alabama, Mississippi, Louisiana, Arkansas, Indian Territory, Kansas, Colorado (28) and New Mexico; but now, under the rulings of the classification referred to, refuse to receive when consigned to points in Texas. This works a great hardship, as Texas is a large consumer of dynamite, taking several hundred tons each year, and the railroad construction now in progress in that State demands the use of that explosive.

Will you please make a careful examination of the enclosed matter on dynamite and its safety in transportation. The tests made can all be substantiated or repeated at any time. The Pennsylvania Company made most exhaustive tests and fully satisfied themselves, so that they now carry it freely; and the testimony of those witnessing (29) the tests at the Hecla Works is beyond question.

We would respectfully ask a reconsideration (30) of the matter, and a revisal of the Texas classification to admit its transportation subject to the rules regulating the transportation of gunpowder.

Yours truly,

R. (31) W. MERRIAM.

---

27. OF THERE. 240.

28. COLORADO, or KJ-Ray-D. See page 17, line 4.

29. WITNESSING THE. 233.

30. RECONSIDERATION. 272.

31. It is generally best to write initials in long-hand. When written in shorthand, the initial R should be denoted by Ray, as a slight pressure of the hand would change AR into a W.

No. 15

*Dear Sir:*

Yours at hand and contents noted. Enclosed you will find my Wholesale (32) Price List and Discount Sheet, which I trust will prove satisfactory. I send you my Illustrated Catalogue in another enclosure.

I am prepared to ship (33) promptly, and will give you work that will meet every demand of your trade.

Let me hear from you and oblige,

Respectfully yours,

D. W. HAYDOCK,  
Wholesale Carriage Manufacturer.

No. 16.

*Dear Sir:*

In reply to yours (34) of the 8th, I will furnish you with a No. 24 Platform (35) Spring Phaeton, A (36) grade, with set of No. 3 harness, as described in your letter, for \$200.00, f. o. b. (37) St. Louis.

Let me have your order and I will send you a job with which you will be pleased.

Hoping to hear from you by return mail, I am,

Yours respectfully,

D. W. HAYDOCK.

No. 17. ✓

*Dear Sir:*

We are in receipt of yours of the 9th, enclosing bill of lading and expense bill. I find that you have been overcharged on same. By referring to shipment of Sept. 6th, you will notice that the rate is \$1.13 per hundred pounds over this road. You had better make claim for the difference in freight, which amounts to about \$4.52. Enclosed find papers, which I return to you so that you can make claim from your end of the road.

Yours respectfully,

D. W. HAYDOCK.

32. WHOLESALE. Some use Lay 3 as a word-sign for whole, but it seems unnecessary to burden the memory with this word-sign when the natural outline is so easily written and so legible. The use of the H tick prevents any conflict with any other word.

33. It is unnecessary to put words in position that can be easily read without position. See 114.

34. IN REPLY TO YOURS. 283.

35. PLATFORM. 224.

36. A. Unless a reporter is very careful he had better write all initials in long-hand. The shorthand is here given for reading practice.

37. F. O. B., meaning "free on board," is sometimes pronounced fob by the dictator, and may be so written in the shorthand notes, but in the transcripts the correct abbreviation should be given.

No. 18.

*Dear Sir:*

Replying to your favor of the 11th, I will furnish you with the buggy, as described in your letter, made of good material, in A grade, with set of harness, for \$175.00, f. o. b., St. Louis.

I do not deliver any of my work; all quotations are made f. o. b. cars St. Louis.

If you wish a heavy job that will stand a very rough country, I refer you to the No. 20 or No. 5 in catalogue. If you wish a lighter job, I think the Dexter Spring or the Coil Spring would suit you. I could put a heavier wheel on either of these two last named jobs, if desired. The Shell Band Wheels are made with Staggared Spokes and are said to be very good wheels. I do not claim they are better than a good Sarven Patent Wheel. Hoping to be favored with your order, I am,

Yours respectfully,

D. W. HAYDOCK,

Wholesale Carriage Manufacturer.

No. 19.

Boston, Jan. (38) 9th, 1886.

*Dear Madam:*

Sometime during the month of February or March we shall be represented in your city by our agents, Misses (39) Hyde and Lane.

They will have the pleasure of showing you a full line of samples in extreme novelties, in cotton, woolen, and silk dress goods, hosiery, neckwear, gloves, &c. Also models for ladies' and children's dresses and wraps.

Our display will be from advance samples of goods yet to arrive, which we make a special effort to order early from abroad for the benefit (40) of our Western customers, and we trust that you will encourage us by reserving your orders until our arrival.

Thanking you for your patronage in the past, and promising for the future a prompt and personal attention to all orders given, we remain,

Yours respectfully,

L. P. HOLLANDER &amp; CO.

P. S.—Names of individuals mailed to us would be very acceptable.

38. JANUARY may be written J-N or J-Ner.

39. Ms-Z is used for Misses, and Mses is used for Mrs.

40. BENEFIT. It is easier to make B straight if the n hook is used instead of the n stroke.

No. 20.

John W. Barker, Esq.,  
Cincinnati, Ohio.

*Dear Sir:*

We were much gratified the past season at the interest you showed in HOME & FARM, and at the number of subscribers you sent us. We trust you will continue your interest and send us subscribers this year. We believe you will see, as most all others do, that HOME & FARM is steadily improving, and at the low price we charge for it the subscription list ought to continue to grow, and certainly will with the good efforts of yourself and others who have shown so much interest in the success of our paper.

We send you by this mail our premium list, subscription blank, &c., and trust to hear favorably from you.

We also ask your attention to our new magazine, the SOUTHERN BIVOUAC, which has met with very great favor, not only in the South, but in the North as well. We will send you sample copies of this magazine for 10 cents, though the regular price is 20 cents. The regular subscription price is \$2.00 per annum, and we offer you 20 per cent. discount from this price, or, on receipt of a club of two or more subscribers at a time, \$1.60 net, or, on receipt of \$8.00 and four subscriptions, we will send you an extra copy for one year, free of charge.

Very respectfully yours,

HOME AND FARM.

No. 21.

Mr. James F. Barrett,  
Brooklyn, N. Y.

*Dear Sir:*

You will, no doubt, receive a notification from the News Company that after the thirtieth day of September next the numbers of the "Lovell Library" will no longer be returnable.

This action on the part of the News Company (41) is necessarily taken, as we have decided to withdraw (42) the General Agency from that Corporation and for the future to supply, not only the News Companies, but jobbers and the trade generally who may desire it, directly ourselves. We have been urged to this course by a large number of dealers, many of whom, for various reasons, do not care to deal with the News Companies, while others think it will be fairer to obtain supplies directly from us.

---

41. NEWS Co. may be written either Ns-P-N or Ns-K.

42. WITHDRAW. 269,

In acceding to the wishes of these dealers we take a very great risk. The large number of our Libraries now in dealers' hands, if returned to us at this time, would work us a serious injury. We would therefore ask dealers to retain the stocks they have, (43) and if at any time they desire to return any numbers, we will ourselves accept such returns and pay for them either by cash or with other numbers, as desired. In this way dealers who approve of our course will very materially assist, at no cost or risk to themselves, in making the new departure successful.

It should be remembered that the publishers of "Lovell's Library" originated what is now called the "Pocket Edition," and that their (44) list of books is larger and better selected than any of their imitators. We propose for the future to add lighter works of fiction, including all the best of the new works as they appear so that dealers handling this Library will find almost everything their customers (45) need, and that, in consequence, (46) it will not be necessary to carry stock of any other series.

That dealers may run no risk in carrying stock, we will at any time exchange unsold (47) copies for any others from our list. Dealers can send to us such numbers as they desire to exchange by mail, post-paid, (48) at the rate of one cent a pound, and we will send numbers ordered to replace them in the same way, making no charge for postage.

Supplies can be obtained from any Wholesale News Company, Bookseller or Jobber, but to insure promptness (49), exchanges should be made directly with us. We will endeavor always to make the exchange the same day numbers are received.

If you approve of our course, please fill in inclosed blank with number of catalogues you desire, inclosing your business card, and we will print with your name and send to you as quickly as possible.

Yours truly,

JOHN W. LOVELL CO.

---

43. THEY HAVE. See 221 and 239.

44. AND THAT THEIR. 240

45. CUSTOMERS. Either Ks-M-Rays or Ks-T-Mrs may be used.

46. IN CONSEQUENCE. 272.

47. UNSOLD. 196.

48. POST PAID. 270.

49. PROMPTNESS. 228.



No. 22.

Chicago, Ill., Aug. 7, 1885.

Mr. S. T. Chamberlain,  
 Kansas City, Mo.

*Dear Sir:*

Desiring to enlarge and extend my already large trade in your section, I take this method of reaching you in the hope that the following low discounts may prove an inducement to the opening of trade or correspondence with you, which I feel confident will be of mutual advantage and benefit.

|                                 |                    |
|---------------------------------|--------------------|
| Doors, 1st and 2nd quality..... | 55 and 5 per cent. |
| Doors, 3rd quality .....        | 60   “             |
| O. S. Blinds .....              | 60 and 5   “       |
| Unglazed Sash .....             | 65   “             |
| Glazed Sash .....               | 65   “             |
| Mouldings.....                  | 60   “             |

from my Price Lists, which I will be pleased to mail you upon application.

Situated as I am in the greatest lumber market in the world, (50) almost in the center of the Union, and one of the greatest railroad centers of the same, my facilities for manufacturing economically, and ability to reach all points at the lowest possible rates of freight, especially in the great South and Southeast, are *unsurpassed and perhaps unequalled*.

Therefore I feel justified in assuming that it will be to your interest to give me a trial, and trust that you will at least kindly favor me with a reply, stating your wants, and I will endeavor to be of service to you.

Soliciting your orders and commands, I am,

Yours very truly,

E. L. ROBERTS.

No. 23.

C. D. Brown, Esq.,

Cheyenne, Wyoming Ter.

*Dear Sir:*

Replying to your favor (51) of September 1st, asking me to see whether I could procure space in the Exposition Building at St. Louis for a choice selection of Wyoming ores, I would state that on receipt of the letter I called on J. H. Johnson, Manager of the Exposition—which opens to-night—and he tells me that it is utterly impossible for him to say whether he can (52) furnish space or not (53) until after they get settled; everything is crowded; space is nearly all taken; but he says he would like to have the selection of Wyoming ores very much, and if he can possibly arrange for space he will do so and advise me just as soon as he gets settled.

If I hear from him favorably I will advise you at once, so that you can forward your ores immediately; but until then I would not advise that the ores be sent here for exhibition, as it would be of no use.

Mr. Johnson says had he known of this two or three weeks earlier he would have arranged for special space for the ores, as this is one of his hobbies, but waiting until the last minute it is hard to tell what he can do. I will write you again if Mr. Johnson can find space and advises me of it.

Yours truly,

No. 24.

Hamilton Hardware Co.,

Brookfield, Mo.

*Gentlemen:*

Referring to your claim for loss of one anvil that was shipped to Fort Madison in error, in regard to which you stated a few days since that if we returned you this anvil in good order you would withdraw claim, I beg leave to advise you that under date of July 21st our Mr. Hilton states that he has ordered the anvil for the Hamilton Hardware Co., billed free to them from Fort Madison.

He also states that he will refund the drayage and prepaid charges.

I wish you would be kind enough to accept this anvil when it arrives and withdraw claim.

Yours truly,

---

51. REPLYING TO YOUR FAVOR may be phrased by omitting IN and TO. See 273 and 283.

52. HE CAN. See 242. Also page 71 of Manual, line 11.

53. OR NOT. In a few cases after a half length or a quarter length, NOT is indicated by the n hook only, without halving.



No. 25.

Messrs. Benson, Jaynes & Co.,  
St. Paul, Minn.

*Gentlemen:*

I have your favor of the 27th ult., and in reply thereto would state that I have at last located the letters referred to in yours, and I am advised by our E. St. Louis agent that he has not yet received the bales of bagging. As soon as we do receive them we will forward same and send you bill of lading at once.

I send you bill of lading by U. S. mail to-night for one shipment that went forward a few days since.

Truly yours,

No. 26.

Mr. Henry C. Martin,  
Decatur, Ill.

*Dear Sir:*

Your favor of Sept. 27th is at hand. In reply will say we will charter you three passenger coaches to run to St. Louis and return on the occasion of the St. Louis Fair at the rate of \$225.00 per coach for the round trip. These coaches will be limited to sixty passengers each, and no passengers are to be taken on en route. (54)

Yours very truly,

F. CHANDLER,  
G. P. & T. A.

---

54. EN ROUTE is written by some reporters as given here; by others as on page 28, 4th line of letter 57.

No. 27.

Mr. Chas. G. Baldwin,  
G. P. & T. A. Northern Pacific Ry., (55)  
St. Paul, Minn.

*Dear Sir:*

Inclosed I hand you the return portion of two round trip tickets, form "B (36) 2, No. 12,947," belonging to Mr. John L. Mason, of this city. You will notice that the eastern portion of the tickets has been extended until April 1st, and I will be very much obliged if you will extend your coupons to the same date and forward the tickets to Mr. Mason, 1927 California Ave., San Francisco. By doing this you will very much oblige,

Yours very truly,

D. M. KENDRICKS,  
G. P. A., New York City.

No. 28.

Messrs. Bacon, Lewis & Co.,  
Toledo, Ohio.

*Gentlemen:*

Referring to the attached claims, we return all papers herewith and most respectfully decline same. Investigation shows that the grain came through from original point of shipment in the same cars in which it was loaded; if there was wheat in the bottom of the cars of oats it must have been loaded so, or have been there when loaded by shippers.

You will notice that certificates of inspection herewith attached show no wheat.

We cannot entertain the claim as we are not responsible for the mixing, on account of cars having come through as originally loaded and in original cars.

Truly yours,

PERCIVAL LOWELL,  
G. P. A., St. Louis, Mo.

---

55. In railroad parlance, a road is often called by its initials only; for instance, the Baltimore & Ohio road is spoken of as the B. & O. Sometimes only the word railway or railroad is omitted, as in this case. When transcribing from shorthand notes, it is generally best to write the full name of any road.

The address of an official is seldom dictated to a railroad stenographer, because he is supposed to know it. Every stenographer, whether in the railroad employ or not, ought to prepare and keep always at his side a list of the names and addresses of at least the regular correspondents of his employer. This will remove the danger of misspelling names, or of sending letters to a wrong address. Such a list, alphabetically arranged in a small note-book, can be studied by the stenographer in his leisure moments, and will be worth its weight in gold to him.

No. 29.

Messrs. Harrison Bros. & Co.,  
City.

*Gentlemen:*

Replying to yours of the 11th inst., in which you ask us to take an advertisement in your new weekly paper, I must say that on a thorough investigation of this matter, and after conferring with our people at Chicago, I will be obliged, at present, to decline to take the ad. It has never been our custom to advertise in special trade mediums; to advertise in them simply augments the total amount of transportation issued, which is, of course, necessarily large, and for which we do not get a proportionate return.

Again, we calculate to reach in one way or another not only the same class of people that special mediums do, but a great many others besides. Our people think it would be establishing a bad precedent to undertake to use your paper for our ad. and furnish transportation for your traveling men to use on the road.

I have before me another application of the same kind from a paper which is virtually an advertising medium in the interest of leather manufacturers. Under the same ruling we will be obliged to decline to advertise with them. We have, as you know, probably one hundred special advertising mediums in this city, and if we opened the door to one we would be obliged to open it to all.

Regretting that such is the case, I am,

Truly yours,

J. M. BECHTEL,

G. A. C. B. & Q.

No. 30.

Mr. D. M. Kendricks,

Gen. Pass. Agt. N. Y. C. & H. R. R. R., New York City.

*Dear Sir:*

Will you kindly favor me with a pass, New York to Buffalo and return, in favor of J. B. Maynard. Mr. Maynard is an employe of this department, and the favor will be gladly reciprocated by me. Kindly limit pass sixty days from Dec. 1st, and oblige,

Yours very truly,

F. CHANDLER,

G. P. & T. A. Mo. Pac.

No. 31.

J. H. Mason, Esq.,

Gen. Eastern Agt., New York City.

*Dear Sir:*

I have your letter of Oct. 20th in regard to orders for Chas. G. Bragg and J. J. Miller for thirteen or fourteen tickets to Los Angeles and return.

I still have the orders and now ascertain that both Mr. Bragg and Mr. Miller are out of the city, (56) Mr. Bragg having left early last week for Omaha; and he asks that I have these orders forwarded to Mr. Smith at Omaha, as he will be there (57) on Wednesday, the 2d of November. Therefore I will forward them to Mr. Smith to-day by express (58).

Truly yours,

J. M. BECHTEL,

G. A. C. B. &amp; Q. (59)

No. 32.

F. A. Robinson, Esq.,

A. G. F. A. C. &amp; A., City.

*Dear Sir:*

Rate on H. H. (household) goods to Laurens, Miss.

In reply to yours of even date, beg to name you rate on H. H. goods C. L. and less St. Louis to above point \$1.39 per 100, if taken at owner's risk; (60) \$5.00 per 100 valuation in case of total loss.

We present the shortest line and will give attention to such shipments as you may favor us with. We hope to hear from you in the future.

Please advise if this rate is accepted, and date of shipment, so we can have same protected.

Yours truly,

S. J. CASSETTY,

Gen. Agent L. &amp; N.

---

56. OUT OF THE CITY. 239.

57. BE THERE. 240.

58. BY EXPRESS. See note 8. When copying this letter, phrase thus: B-sPrs.

59. C. B. &amp; Q. 245.

60. The abbreviation O. R. is often used instead of the words 'owner's risk.'

No. 33.

Messrs. J. L. Dickson & Co.,  
City.

*Gentlemen:*

Disposition one box mouldings at St. Paul, Minn.

Goods shipped to your order, notify yourself, 222 Clark St., St. Paul, Minn., from St. Louis, way bill D 189, Aug. 1st. Local agents claim they can get no reply from you as to disposition.

If shipment is not disposed of, of course the R. R. Co. will have to sell the freight for charges. We dislike to do this and would thank you for disposition.

Yours truly,

S. J. CASSETTY,  
Gen. Agent L. & N.

No. 34.

P. T. Murphy, Esq.,  
Agent, Savannah, Ga.

*Dear Sir:*

Shortage on shipment from Simmons Hdw. Co.

St. Louis W. B. F. 41, June 1st, '86, 3 bxs. hardware and one spring, from above to B. F. Wilson, Savannah, checked O. K. at this station, but claimed short at destination. This shipment seems to have passed Atlanta in good condition, and our agent here has received no exception report.

However, shipment seems to have been lost. I wish you would say if you know anything concerning this matter, as it has been hanging fire for a long time. Please do not side-track this tracer, as it is important that delivery should be shown. Claim will be presented if goods are not located soon.

Yours truly,

S. J. CASSETTY,  
Gen. Agent L. & N.

No. 35.

S. V. Barnes, Esq.,  
Agent, Milwaukee, Wis.

*Dear Sir:*

Forwarding goods acct. Collier White Lead Co.

Please refer to St. Louis way bill F. 1342, Oct. 24th, for lot of white lead and oil from above consigned to shipper's order, notify J. E. Wilkes & Co., Kansas City. Please forward this shipment to order; notify same party at Denver, Col.

As this (61) was an error on the part of shippers, allow all charges to follow. Trace through for date of arrival and delivery at proper destination, advising,

Yours truly,

S. J. CASSETTY,  
G. A. L. & N.

---

61. AS THIS. We prefer to put THIS instead of AS in position in order to distinguish AS THIS from AS THOSE, because the two phrases will sometimes conflict. Reporters are not agreed, however, as to the best position for this phrase.



✓  
No. 36.

D. L. Midgely, Esq.,  
Agent, Chattanooga, Tenn.

Dear Sir:

Returning one bale cotton.

This shipment to you from St. Louis on way bill E. 1657, June 23rd, 1886, car L. E. & St. L. 9583. I hold the original bill of lading and request from shippers to have same returned to them at St. Louis. Please see that this is done, allowing all charges to follow, and tracing for delivery at this end of the line.

This was an error on the part of shipping clerk. You will understand the annoyance it has caused. I would therefore be pleased to have you give this your personal attention.

Yours truly,

S. J. CASSETTY,

G. A. L. & N.

No. 37.

Harter Medicine Co.,  
City.

Gentlemen:

Disposition thirteen boxes of medicine for J. H. Greer.

This shipment was made Sept. 11th. It seems that the local agents are unable to (62) get disposition from you. In your letter you spoke of better reference. It is impossible to give you any better reference. You have the name of the man you shipped the goods to and date forwarded. This is all we know of the matter.

If disposition is not given, the shipment will have to go to the unclaimed freight depot and be sold for freight. Please make a thorough search and see if you cannot locate the shipment.

Yours truly,

S. J. CASSETTY,

G. A. L. & N.

No. 38.

THE NEW YORK CENTRAL SLEEPING CAR CO.,

New York, March 3rd, 1885.

Order No. 12.

To Supts. and Agents:

Instruct at once all Conductors and Porters that care must be taken in receiving passengers to see that their tickets are good on the trains they are about to take.

This refers particularly to the Limited Express and trains Nos. 1 and 4 on the Lake Shore Road.

C. D. FLAGG,

Gen. Supt. (63)

---

62. UNABLE TO. Blet 2, the word-sign for ABLE TO, is here used in the derivative UNABLE TO. See 262.

63. GENERAL SUPERINTENDENT. 276.

No 39.

Order No. 13.

*To Supts. and Agents:*

Upon receipt of this please forward to this office the length of body form corner post and the width of body at eaves, of all cars shown on our printed list from Nos. 1 to 112 inclusive, which may leave or arrive at your station during the next ten days. Send this information daily, the Gates cars in particular.

Please note also which cars, if any, have steel as well as iron wheels under them, and how many of each kind there are in each truck.

C. D. FLAGG,

Gen. Supt.

No. 40.

Order No 15.

*To Supts. and Agents:*

We find that many of the diagrams in use do not conform to the interior arrangement of the cars they are supposed to represent; you are therefore, upon receipt of this, requested to make a personal inspection, and send to this office as soon as possible a diagram which will represent exactly all cars arriving at or leaving your station. SEND DAILY.

Use a diagram for this purpose as near like the car you are examining as you can find, and with pen or pencil make the desired alteration.

Write the name of car on every diagram you send in; be particular also to note that the berth and seat numbers are shown on your diagram as located in the car. The North Western, Shore Line and the seventy-five standard cars Nos. 113 to 186, inclusive, as shown on our printed list, need not be examined—we have their plans.

C. D. FLAGG,

Gen. Supt.

No. 41.

Order No. 17.

*To Supts. and Agents:*

With this we send you forty-six copies of the Rules and Regulations for Conductors and Porters, numbered Nos. 308 to 353 inclusive. You are to issue one to each Conductor and Porter carried on your pay-rolls, and re-enter on your office records the employee's name and number of book given him.

Instruct all interested that it is expected they will familiarize themselves at once (64) with said Rules, and that they must be studied (65) carefully.

One copy for Superintendents and Agents, No. 39, is enclosed for your personal use and reference.

---

64 AT ONCE. See note 16. Both forms are used by good reporters.

65. STUDIED. If preferred, sT-D may be used.



We also send you some of the blanks mentioned (66) in the book for rules; others will be forwarded as received from the printer.

The General Superintendent will call on you in a few days and explain the use or application of the above mentioned Rules and blanks.

C. D. FLAGG.

No. 42.

Messrs. J. S. McCarty & Co.,  
St. Paul, Minn.

*Gentlemen:*

Inclosed please find invoice for the 1½ (67) panel poplar sent you by the Diamond Jo Line to-day. Have you any of that wide, No. 1 sheathing, such as we received last from you, or would you be able to make a contract to deliver some after the first of April? If so, how much?

Yours very truly,

SMITH, JAMESON & LITTLE.

No. 43.

Mr. Peter H. Curtis & Co.,  
Indianapolis, Ind.

*Gentlemen:*

Your telegram is just this moment received, and we have wired to the mill to get out the three cars of 2 in. x 14 in. x 25 ft. (68) joist for you immediately. As soon as they come in we will transfer (69) them and rush them through. Thanking you for the order, we are,

Yours very truly,

SMITH, JAMESON & LITTLE.

66 MENTIONED may be written in three ways; as given here or as in letter 54, 4th line. Some write it Men-Shent.

67. FOURTHS are generally written as follows:  $\frac{1}{4}=\frac{1}{4}$ ,  $\frac{2}{4}=\frac{1}{2}$  or  $\frac{1}{2}$ ,  $\frac{3}{4}=\frac{3}{4}$ .

68. 2 x 14 x 25. In lumber letters, the first two numbers are always inches, indicating the thickness and width of the lumber. The third number is always feet, and gives the length of the lumber. It is unnecessary, therefore, to write the words inches and feet in shorthand. By is generally omitted in the shorthand notes; but its equivalent x is inserted in the transcript.

69. TRANSFER. The form given here is easily written and will not conflict with any other word.

No. 44.

Langstaff-Orm Mfg Co.,  
Bardwell, Ky.

*Gentlemen:*

We are informed by Messrs. Montgomery and Griffith, of this city, that you have a lot of ash lumber for sale. If the lot is not already sold we would like to have your quotations on it and descriptions of quality, sizes and dryness.

We are in the market for ash lumber and will pay outside prices for sgme delivered here in St. Louis. We would particularly like a quantity of 6-in. x 6-in. x 16 ft., and would pay something more than the ordinary price for that size.

Please let us know immediately if you have the lumber to sell and oblige,

Yours very truly,  
SMITH, JAMESON & LITTLE.

No. 45.

Messrs. Henry L. Jennings & Co.,  
Louisville, Ky.

*Gentlemen:*

Your inquiry of the 29th is received. We will deliver the one thousand feet  $\frac{3}{4}$  in. x 18 in. x 14 ft., S. 2 S., (70) at \$37.50 per M. Fourteen thousand  $\frac{3}{4}$  in. S. 2 S. (70), from 12 in. to 16 in. wide, one-half to run at least from 14 in. to 15 in. at \$33.00 per M.

We have the lumber in stock, dry, and can have it dressed and shipped at once on receipt of your order, if you will favor us with the same.

Yours very truly,  
SMITH, JAMESON & LITTLE.

No. 46.

Mr. J. G. Maynard,  
Cairo, Ill.

*Dear Sir:*

We received your telegram this morning asking us to see Mr. Scudder and have him order the City of Providence to take out the balance of the ash, etc. at the mill. We did our best to do this, but without avail. The only promise that we could get from the boat people here was "that they would take it as soon as possible," and that "it was probable they would get it out within a week." More than this we could not get them to promise.

You will have to look out for a boat yourself down there, and whenever a boat comes up lightly loaded you may get it on that, otherwise we fear it will drag along longer than a week.

Yours very truly,  
SMITH, JAMESON & LITTLE.

---

70. S. 2 S. signifies "surfaced two sides;" that is, both sides are dressed.

No. 47.

Walter F. McGregor, Esq.,

Hartford, Conn.

*Dear Sir:*

The matter of collections of past due notes and balances due on your territory is an important matter to us. It is important on all other territories as well as your own, and it is a matter that we are going to watch very closely and know what each traveler accomplishes in the way of collections on his territory. The profits are so slight in the business now that we must put more than ordinary effort on our collections. We shall judge a man's worth as much by his collections as by the number of machines he sells. We want you to kindly bear in mind that this matter is most important and we request that you give it your very best attention.

Yours truly,

D. M. OSBORNE &amp; CO.

No. 48.

Mr. Albert H. Kent,

Buffalo, N. Y.

*Dear Sir:*

Please remember that all our 1888 binders will contain but one cutter-bar; that is to be a sickle-bar. The machines will have sickle sections packed in tool-box. In case any customer wants a smooth cutter-bar with his machine, it will be necessary for you to specify smooth cutter-bar in the order; otherwise he will get the sickle. We have had a few cases reported to us where the drive or road wheel in 1887 harvesters had not given entire satisfaction. The difficulty with the wheel was that it became shaky. This trouble can be remedied by putting in additional bolts through the hub and having them drawn up snug and tight. We have fixed one or two (71) wheels in this way and they are as good as new after the additional bolts are put in. In case you have any wheels on your territory which are not satisfactory, we will furnish these bolts free of charge. Understand, any of the wheels that are not all right we want to make satisfactory. If all of the nuts are drawn up tightly in the wheel we believe there will be no trouble with it. If you have any trouble on your territory, now is the time to have us ship the additional bolts and get the wheels fixed before springtime.

Yours very truly,

D. M. OSBORNE &amp; CO.

No. 49.

Geo. Whiteley, Esq.,

Newton, Kan.

*Dear Sir:*

Please understand that for 1888 all front gear binders will have short arms. If you want any front gear binders on your territory it will be necessary to specify front gear, as all machines will be shipped rear gear unless ordered to the contrary. We will put in extra finger-bar clips on all harvester finger-bars to keep the bars in place in guards. It has now been definitely decided to build the Junior machines as both right and left-hand cut. We shall probably have few No. 11 E. and H. for 1888, but will put our efforts on the Junior right and left-hand cut. The left-hand cut Junior will be precisely the same as the right-hand cut except the cutter-bar will be on the left-hand side. We believe this machine will be a great seller, for the reason it is light and a little more attractive. You need not be afraid we cannot furnish them, as our factory will put their efforts largely on Junior right and left-hand cut.

We hope that prospects are now good for contracting, and that you will push the matter from now out.

Very truly yours,

D. M. OSBORNE &amp; CO.

No. 50.

Mr. Edward P. Fassett,

Schenectady, N. Y.

*Dear Sir:*

We take pleasure in quoting you oils, and trust you will carefully examine our prices and favor us with your orders.

We warrant every barrel of oil we send out to give the best of satisfaction, and endeavor to please our customers with the goods that are satisfactory, and we hope you will, when in need, direct your orders to the Monarch.

We inclose you circular of our Mecca Castor Oil. This oil we know to be the best oil made for any kind of machinery. It has been tested and tried on some of the finest (72) engines in the country, as well as Reapers, Mowers, and Threshing Machines. We have orders from a great many customers who have sold it for three years, and all say there is nothing better. We will deliver it to you at 40 cents if you can sell it.

We will send you a thousand circulars to advertise it in your name, to be distributed among the farmers. If you can't sell it we will take it back or exchange it for other oils.

---

72. **FINEST.** We have here given Pitman's form for practice in reading. In reporting, however, it is difficult to keep the half-length S from slanting; hence, most reporters use F-Nst for finest.

Our Water White Magnolia is another of our fine oils we advertise for our customers. If you use oils and do not sell them, give us one trial order for your own use.

Yours respectfully,

MONARCH OIL CO.,

J. S. Tobit, Manager.

No. 51.

Greenville, Ohio, May 10, 1885.

Monarch Oil Co.

*Gentlemen:* Send us another barrel of your Mecca Castor Oil with more circulars. It is the best oil we ever sold. Do not sell to any one else in Greenville.

Yours respectfully,

J. C. WEAVER & BRO.

No. 52.

Mr. J. D. Smalls,  
Denver, Col.

*Dear Sir:*

Your favor of the 3rd, with inclosures, duly at hand; accept our thanks. We return you receipt.

The charges you make are all correct, and we are much obliged to you for the attention in repairing our magazine, and the economy with which it has been done. Concerning our powder remaining in the magazine of the Giant Co., thereby saving us the expense of transfer, we leave the matter to you, to be treated as most convenient.

We note what you say of your car not having been sent *via* Atchison, Topeka & Santa Fe (generally spoken and written by R. R. men as follows: A. T. & S. F.), as per your definite instructions. We can offer no excuse; it was an error of one of our employes in entering the order, and we hold ourselves responsible for any loss or injury such change of route may cause you. We dislike much even to try to apologize for such an error; it is simply inexcusable, and we have nothing to offer in reparation of it, and can only say that we will try to see that such a one does not occur again.

Yours respectfully,

M. E. HERMANN,  
Agent American Powder Mills.



No. 53.

Riverside Glass Company.

*Gentlemen:* We have your telegram of this date stating that the next car will leave your works on Saturday next. We have telegraphed you this day to ship in same —

200 doz. No. 146 Flat Hand Lamps,  
 50 “ “ 146 A Footed Hand Lamps,  
 50 “ “ 146 B “ “ “  
 30 bbles. 455 Goblets,

which we hope you have ready and will be able to send in same car. (73)

The No. 267 Bowls and Nappies you refer to in yours of the 27th, we will no doubt be able to take a little later on. Please make the lowest price you can upon these in “Cut,” and we will try to dispose of some for you in that shape. Send us, say —

1 doz. 267 Bowls Cut,  
 12 “ “ Nappies Cut.

We hope you will send us all the No. 236 Pitchers and a goodly portion of No. 275 Goblets in this car. You, no doubt, know that should you have goods for us in excess of car-load ready, that if you will ship same at the same time with the car you get car-load rates of freight. Yours truly,

MISSOURI GLASS CO.

No. 54.

W. C. Koonce, Esq.,  
 Columbia, Ala.

*Dear Sir:*

We are to-day in receipt of your letter of July 7th, written to the Bellaire Stamping Company, in reference to our “Disk-Immerser” Fruit Jars, which you saw advertised in the “Baltimore Manufacturers’ Record.” You can obtain them of Ramsay, Baker & Co., of Baltimore, or the parties mentioned (76) in advertisement in Pittsburg, or in Philadelphia, or we will be pleased to ship them to you from this point at the prices on inclosed sheet.

If you want them, please fill out your order and they will be shipped immediately on its receipt. We make you a special price on our “Opal French Jelly,” which is the greatest seller we have put on the market in years, at 35 cents, at which we offer it to you in quantities, which is cheaper than the inferior glass-top patent, now in the market, and a much better price can be realized on it, as consumers recognize its merits on sight.

Very truly,

MISSOURI GLASS CO.



No. 55.

A. Zimmerer, Esq.,  
Nebraska City, Neb.

*Dear Sir:*

We are to-day in receipt of your valued favor given to our Mr. Wilbur, which will be got in readiness and shipped promptly on the 10th of July, as per your instructions.

We note Mr. Wilbur writes regarding the (74) overstock you have of quart "Mason" Jars, and would say that if we can oblige you in the matter it will give us pleasure to send you  $\frac{1}{2}$  gallon (75) Jars in place of as many quarts as you may see fit to return to us, the usual proportion of advance being charged. The only request that we make, is, that you send the box you have packed with those jars and allow us to ship you the jars complete from here. We desire to give you our patent "Disk-Immerser" top, as we want you to try it so as to convince you of the many merits it possesses over any other top ever offered to the public. It is worth from one to two dollars per gross more than the old style Mason Jars, and costs considerable more to make it. If you decide to make this transfer we can ship the jars with these goods we are now getting out for you.

Very truly,

MISSOURI GLASS CO.

No. 56.

Messrs. J. & G. Meakin,  
Hanley, England.

*Dear Sirs:*

We inclose you herewith London Sight Sterling Exchange for four hundred and fifty-six pounds, six shillings, one pence (£456 6s. 1d.), being payment to return this company's acceptance with you of May 21st last. We also inclose you acceptances of dates, Oct. 7th and 22d, for three hundred and eight pounds, sixteen shillings, seven pence (£308 16s. 7d.), and four hundred and forty-six pounds, eighteen shillings, three pence (£446 18s. 3d.) respectively, which please pass to the credit of this company.

We have your letters of Oct. 7th, and two of Oct. 19th. It is noted that you say that you will ship the balance of the third assortment, sent you on March 23d, by the middle of November, and take it that you intend same to apply also to the assorted crates, and hope at same time you will complete (76) all the Thirds ordered also.

---

74. REGARDING THE. 233.

75. GALLON. If frequently written, Glen 3 may be used for gallon, and then "one-half gallon" can be phrased. See 222.

76. YOU WILL COMPLETE. Con, at the beginning of a word, is often expressed by proximity; that is, by placing the part following Con CLOSE to the word that precedes Con. See 193.

We are pleased to see that you have control (77) of the Charles Meakin Works, which we hope will enable you in future to keep your record clean, so far as prompt shipments go, for certainly you have been very dilatory of late in this important requirement.

We note your instructions in reference to orders placed with Chas. Meakin, also as to his sons, which shall have the attention you request. There are a few shipments now long past due from him, which, no doubt, as intimated by you, you are giving due attention to; and, in this connection, say, that it is of no importance to us whether these goods bear the stamp of yourselves or him, so do not allow that to be a cause for delaying the shipments due us from him any longer. Perhaps, in this connection, it may be best for us to send you a list of such goods as may be due this company from Chas. Meakin, so as to avoid confusion and keep things straight.

Until otherwise requested, please ship all goods *via* Newport News through from Liverpool to East St. Louis at 40 cents per cwt.; and as we understand, the sailings that way are frequent, we think you will agree with us that it will be best for you to send smaller shipments; *i. e.*, whenever you have 25 or more crates ready for this company, and have steamers ready to come that way, please ship them.

We carefully requested you to give us *your* measurements and weights with each shipment, which you have overlooked in the former particular. We desire this done in all shipments for the purpose of detecting, what seems to be to us at times, undue discrepancies in these important items, if left entirely with others. Please give this your attention in future, and oblige,

Yours truly,

MISSOURI GLASS CO.

No. 57.

Mr. T. K. Graham,

New York, N. Y.

*Dear Sir:*

Your kind favor of the 27th is received. We will ship you the three cars of 1st and 2d walnut at once, as per your shipping directions, price to be \$80.00 per thousand f. o. b. cars St. Louis.

In regard to the 2-inch, 2½-inch and 3-inch ash, we have not quite enough to fill your order on hand. We have, however, two barges en route which we expect will arrive at the end of the week, when we will forward your six cars. Hoping that this will be satisfactory, we remain,

Yours very truly,

SMITH, JAMESON & LITTLE.

---

77. CONTROL. The Con dot may be omitted whenever the remaining outline is sufficient to distinguish the word.

No. 58.

R. H. Shropshire, Esq.,

Springfield, Ill.

*Dear Sir:*

Whenever you find complaint that the spokes in a Junior drive wheel of '87 manufacture have loosened, we want you to advise us and we will send three bolts,  $2\frac{1}{4} \times \frac{7}{16}$  and six bolts  $1\frac{1}{2} \times \frac{7}{16}$  to go through hub at the butt of the spokes.

These additional bolts are to be drawn up tightly as well as those already in the wheel, and we believe it will avoid any trouble in the future. These bolts will be sent free of charge, and we hope whenever cases of loose spokes come to your notice you will at once advise us.

Yours truly,

D. M. OSBORNE &amp; CO.

No. 59.

Messrs. Warreven &amp; Pine,

New York City.

*Gentlemen:*

Having completed the business intrusted to me as Assignee for the benefit of your creditors, I beg to notify you that I am now ready to render my accounts, and to deliver into your hands the trust imposed (78) upon me.

Inclosed I hand you a full and correct statement of the transactions, and vouchers for each, which you will please accept, and if satisfactory, take such proceedings (79) as will relieve me from all further responsibility. You will perceive from this statement that the balance in your favor over all indebtedness is \$2,705.33, which amount, if correct, I shall be pleased at any time to place in your hands. Allow me to congratulate you upon so favorable an ending of the matter, and to present my best wishes for your future prosperity.

Awaiting your answer, I remain,

Yours respectfully,

THOMAS HADDOCK.

---

78. IMPOSED. Emp with the st loop may be used in this word.

79. PROCEEDINGS. See 201. Sometimes the ings circle is joined to the stroke.

No. 60.

Office of the Hermann Consolidated Silver Mining Co.

St. Louis, Mo., Dec. 7, 1886.

Messrs. Dunning, Edsall, Hart & Flower,  
67 Wall Street, New York.

*Gentlemen:*

In the case of the States Savings Ass. *vs.* (80) Fisk, after a great deal of trouble, we managed to get the testimony completed, and the Commissioner will send the depositions on Monday next. The principal cause of delay was from the fact that counsel for defendants (81) here is so extremely technical, and would not consent (82) to our using copies of papers until the originals were accounted for, and the witness by whom we had to prove that fact did not reside in the city, and came here very seldom.

We think the testimony is sufficient to win the case. We would call your attention briefly (83) to the point involved. Defendant is a subscriber to 62½ shares of stock, on which there has been paid only \$5 per share, leaving \$95 due. Defendant claims that the stock was paid by a contract which Gov. Fletcher obtained from the Cape Girardeau & State Line R. R. You will see, however, by the exhibits filed, that the Fletcher contract can constitute no payment of the stock. The very obligation which Fletcher undertook was to organize a company which was to have a paid-up capital of \$2,000,000. All this arrangement, however, which Fletcher and his associates claimed, *i. e.*, that Fletcher was to have \$100,000 of paid up stock issued to him, was in violation of the contract he had made, for it left the new company with only nineteen-twentieths of stock to be paid for. Fletcher and his associates had no more right to issue to themselves this one-twentieth of the entire capital stock, as fully paid up, without paying for the same, dollar for dollar, than they had a right to issue to themselves nineteen-twentieths of it. That question was decided in one of our *nisi prius* (84) courts, and the court sustained our view, holding, moreover, that this attempt of Fletcher was against public policy. We think there is no serious difficulty on that head; nor do we anticipate much difficulty on the question of limitations. Perhaps, the most serious question in the case is whether the defendant

---

80. V. Dictated AGAINST, and so found in the shorthand notes; but in the transcript it is written v. or vs.

81. COUNSEL FOR DEFENDANTS. 283.

82. CONSENT. Con indicated by proximity.

83. BRIEFLY. We prefer Br-Fl because the joining is better; but yet many reporters use Bref-Lay.

84. NISI PRIUS COURTS. The name of certain courts where causes are tried for the first time.



disposed of his stock before the company stopped doing business. We are satisfied that he did nothing of the sort. The proof certainly shows that, on the books of the company, he was (85) a subscriber long after the company had ceased to have any practical existence. He will probably swear that he transferred the stock, as he has sworn in the answer. That defense must be met by two propositions: first, that, as against a creditor who has no notice, the transfer is void; second, By-law 15 provides, in substance, that no stock shall be transferred except on the books of the company, nor at all until at least 10 per cent. has been paid in.

If our position is correct, that no payment beyond \$5.00 has been made on this stock, then the attempted transfer is clearly void.

We will call your attention to the fact that the defendant claims to have transferred his stock in May, 1873. The note, which is the foundation of this action, was made the following September. Defendant's name was on the books as a stockholder. We have a right to argue that credit was given by plaintiff on the faith of defendant's being a stockholder, and that he cannot be permitted, as against plaintiff, to set up his unconscionable defense.

We have a good many authorities on the various phases of this case. After you have examined the testimony and become familiar with the points involved, we shall be glad to furnish you with such authorities as we may have on any point that you will indicate to us.

Yours truly,

S. HERMANN.

No. 61.

Wm. C. Adkins, Esq.,

Hot Springs, Ark.

*Dear Sir:*

Your proxy to Mr. Little by telegraph came on time. We held the meeting this afternoon and everything went through all right. I shall get certificate of incorporation by Monday or Tuesday.

Please send (86) me as soon as you conveniently can statement of how much stock is contributed by each party in the Garland Co., also description of land belonging to that Company; also description of lands belonging to the Cobalt Co. In the latter company 140,000 shares is to be development stock, I understand, to be contributed as follows: you contributing 70,000 and Gates, Williams and Hopkins contributing 70,000.

Mr. Hopkins instructed me to buy books for the Cobalt Co. of the same kind as you bought for the Garland, and they instruct-

---

85. HE WAS. Chetoid may be used for HE in this phrase. See 242.

86. PLEASE SEND. When copying this letter, phrase PLEASE SEND, using the large circle.

ed me to send my bill for fees and books and other items to you, which I will do after I have paid for the books. The Garland Charter has been recorded and is now ready for delivery to you. I shall hold it here, however, until I get the Charter for the Cobalt ready and send them both at the same time.

Yours truly,

S. HERMANN.

No. 62.

Dear Sir:

Mr. Blank has handed me your letter to him and requested me to answer it.

There have been unexpected delays in the litigation of Raymond, yourself *et al.* (87) against Adams & Flora. The delays are owing, in part, to the fact that the lawyers on the other side are fighting at every step on technical points, trying to stave off the trial on the merits. This they have a good opportunity to do in this case, for the reason that the questions involved are rather difficult questions of law, and still more so on account of the unexpected occurrences in the case. The plaintiff, Mr. Raymond, died; one of the defendants, Col. Rainey, died some little time after; and, last of all, Judge Thayer, before whom the case was pending, was appointed Judge of the United States Court and the case had to be taken up by a new Judge who knew nothing of what had gone before. But for these facts the case would have been tried a long time ago. After a great deal of pushing I succeeded in submitting an argument on the demurrer last week. That demurrer is now under advisement. I confidently expect a decision on the demurrer in our (88) favor: and, if decided in our favor, the case will come up for trial this fall. I have not the slightest doubt about the ultimate success of the case, whatever may be the view of the present Judge. Should he decide against us on the merits, I would advise an appeal to the Supreme Court at once.

Owing to the deaths of the parties mentioned it became necessary to have administrators appointed, which incurred additional expense. Mr. Raymond's executor contributed his share and the local creditors contributed theirs. I think your share is about \$25.00, and I will be glad if you will remit me that amount. Before the case is tried your deposition will have to be taken to prove the arrangement by which you transferred your claim to Mr. Raymond in this suit. That will be the only point I shall have to prove by you. Please let me know from time to time (89) where you are so that your deposition can be taken.

Respectfully,

S HERMANN.

---

87. ET AL. Abbreviation of *et alii*, meaning "and others."

88. IN OUR. 244

89. FROM TIME TO TIME. 281. *Te 1* is sometimes used as a word-sign for time.









LIBRARY OF CONGRESS



0 027 275 584 A